

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

UTILITY SERVICES SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the work of staff involved in water or wastewater line maintenance, construction and repair activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

Supervision Received and Exercised:

Receives general supervision from the Transmission and Collection Administrator.

Exercises direct supervision over assigned technical and maintenance staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for water or wastewater maintenance staff; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in water or wastewater maintenance, repair and construction work including the maintenance of water and wastewater lines, valves, fire hydrants and meters.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Effective November 15, 1988

Revised February 2000

Revised July 2001 Range adjustment

Revised April 2002 Certifications

Exempt to Non-Exempt April 2003

CITY OF TEMPE

Utility Services Supervisor (continued)

- Coordinate maintenance activities with other divisions and departments as well as outside agencies and contractors.
- Ensure proper water shut downs during construction and maintenance activities as well as emergency water breaks; ensure proper disposal of sewage.
- Monitor and coordinate the wastewater pest control program; ensure proper use of pesticides; investigate customer complaints as required.
- Ensure proper mapping of underground utilities; maintain water and wastewater maps, location books and related records; locate utilities in conjunction with maintenance and repair activities and outside construction activities; assist in developing and implementing computer mapping system.
- Check water and wastewater facilities and equipment for needed maintenance and repairs; implement and monitor a preventive maintenance program.
- Assist in the preparation of the section budget.
- Inspect the work of crews while in progress and upon completion; provide advice and assistance to maintenance staff as required.
- Prepare a variety of reports and maintain records, logs and files.
- Perform work and operate a variety of equipment in emergency situations as required.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible utilities system maintenance, installation and repair experience including one year of lead or supervisory responsibility.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

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Utility Services Supervisor (continued)

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of the Grade IV Water Distribution and the Grade IV Wastewater Collection System Operator certificates issued by the State of Arizona.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 8740

Salary Range: 37

Compensation Plan: P40/Regular

FLSA: Non-Exempt